

**CLASSIFICATION:** EDUCATION CONSULTANT I

**Class Code:** 3951-26

**Date Established:** 03-07-66

**Occupational Code:** 7-3-1

**Date of Last Revision:** 08-07-14

**BASIC PURPOSE:** To plan, coordinate and monitor educational programs for compliance with federal and state regulations by providing technical assistance and consulting services to local school district.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Conducts educational program reviews and evaluations to ensure compliance with federal and state regulations.
- Visits schools to monitor educational standards and practice, including preparing written reports recommending approval actions and suggesting program improvements.
- Reviews federal and state legislation and regulations for the purpose of implementing educational programs.
- Plans and coordinates and provides professional in-service programs to provide current information, direction and motivation to school instructors and administrators.
- Promotes new programs and recommends changes in direction for existing programs to assist educational agencies, businesses and professional associations in meeting community needs.
- Supervises the preparation of publications and the distribution of appropriate reports, studies and curriculum bulletins.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific

thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in Education or a Master's degree relevant to the position vacancy.

**Experience:** Five years' experience in the field of education, three years of which must be relevant experience in the area where the vacancy exists.

**License/Certification:** Eligibility for NH educational certification.

**RECOMMENDED WORK TRAITS:** Extensive knowledge of administration, teaching methods, materials, problems and subject material relating to programs of education at all school levels. Extensive knowledge of educational standards and procedures of a public education department. Familiarity with pertinent laws and regulations, and ability to interpret statutory provisions to local school authorities and the public. Ability to plan and organize teacher training institutes and to determine the scope of training for school teachers. Ability to formulate and administer rules and regulations for the proper conduct of an educational program. Ability to write comprehensive educational programs. Ability to establish and maintain effective working relationships with educational associates, governmental officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.